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ABSTRACT

The primary service of the National Agricultural Library (NAL), the distribution of information about agricultural literature, is accomplished through: (1) establishment of on-line data bases: Cataloging and Indexing (CAIN) containing bibliographic records of documents in the Library, and Serials Titles Automated Records (STAR); (2) automated reference information and current awareness literature delivery; (3) cooperation with information networks; and (4) maintenance of a branch and special libraries. Management by objectives (MBO) is a significant administrative policy in implementing these services, as well as the policy of collecting all publications of definite agricultural interest and value to the United States Department of Agriculture (USDA) regardless of origin, language, type or difficulty in obtaining. The library also publishes documents and participates in national information programs. An outline presents the major present and future goals. Statistical highlights of the year are attached. (KP)

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1975 ANNUAL REPORT

NATIONAL AGRICULTURAL LIBRARY

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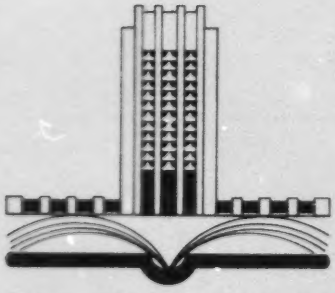

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KEY STAFF AS OF APRIL 30, 1976

Director	Richard A. Farley
Associate Director	Samuel T. Waters
Deputy Director for Library Services	Wallace C. Olsen
Deputy Director for Resource Development	Jeanne M. Holmes
Executive Officer	Gerald Sophar
Chief, Reference Division	Charles Bebee
Chief, Lending Division	Patricia Condon
Chief, Analysis Division	Vacant
Chief, Acquisitions Division	Leslie Kulp
Head, Computer Applications	Ronald Walton
Head, Food and Nutrition Information Center	A. Christine Justin
Information Officer	Leila Moran
EEO and Training Officer	Katherine Daley
Budget Officer	Ethel Smith
Building Manager	William Thies

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August 1976

MESSAGE FROM THE DIRECTOR

The National Agricultural Library has published, for the past several years, a "Summary of Activities" report *in lieu* of an annual report. This year we asked for and were granted permission from the Office of Communication of the Department to return to traditional annual report format. We have done this for two reasons: first, an annual report provides a ready means for answering the many questions that come to us about our programs and products; second, it provides an official review and record of the year's activities. We believe this report is that kind of informative record of progress.

The calendar year just passed, 1975, is the first full year under a new administrator after an interim period between directors. Inevitably, there have been shifts in personnel and assignments of responsibilities. Nevertheless, stability in operations, productivity, and services has been maintained. A major thrust throughout the past year has been to increase the speed and effectiveness with which the traditional library services are delivered. At the same time, every care has been taken to maintain advances made by NAL in the automation of library functions.

The problems of my first years have been eased by the knowledgeable understanding and encouragement of Secretary Earl L. Butz and the ready assistance of Assistant Secretary Robert W. Long and Deputy Assistant Secretary Paul A. Vander Myde.

We, here at NAL, look forward with enthusiasm and great anticipation toward the expansion of library services to the agricultural community during the bicentennial year. The interest expressed by agricultural researchers and the increasing use made of our resources encourages our optimistic outlook for the future development of NAL. As always, we welcome comment and recommendations from our readers.

Richard A. Farley

DIRECTOR

YEAR IN REVIEW

January – December 1975

PART 1 – LIBRARY SERVICES TO AGRICULTURE

DATA BASE DEVELOPMENTS

Dissemination of information about agricultural literature is a primary mission of the National Agricultural Library (NAL). Two software systems have been developed to record and control this large and growing volume of published material. The major data base, CAIN (CAtaloging and INdexing),* currently contains over 700,000 bibliographic records describing documents owned by the Library, including citations with abstracts for documents and audiovisuals collected by the Food and Nutrition Information Center at NAL. The second data base, STAR (Serial Titles Automated Records), contains detailed information on serial publications collected by the Library.

Both the CAIN and STAR files are stored on magnetic tape. The CAIN magnetic tape file is available for the cost of reproduction ($45.00 per reel). A subscription service is available for those who wish to acquire the approximately 12,000 citations which are added to the data base each month. These are distributed monthly on a single reel of tape at a cost of $45.00 per month. Since 1970, when CAIN became operational and the tape distribution service began, NAL has distributed CAIN data to organizations, primarily in the academic field, in North and South America, Europe, and Australia. A total of 176 reels were distributed in 1975.

Computer terminals are used to generate the source data to be processed by both CAIN and STAR. Cataloging information for CAIN is entered into and extracted from the OCLC (Ohio College Library Center) system through interactive terminals located at NAL. Indexing and STAR data are entered through CRT (cathode ray tube) terminals online to local minicomputers.

The CAIN bibliographic data base has been available in an online interactive mode for over 2 years through two commercial information services: Lockheed Information Systems and System Development Corporation. NAL staff has observed the need from the inception of online service to provide effective and economical use of the data base file. Selection of materials for inclusion in the file and indexing practices at NAL influence what information can be retrieved and what information one can expect to find in the data base. Efficient use of online equipment, including a knowledge of procedures and shortcuts as they apply to CAIN, requires systematic instruction. These and other closely related topics have been included in CAIN online training courses provided to U. S. Department of Agriculture (USDA) and land-grant university librarians. The need for a well-written and concise course manual is reflected in the numerous requests for assistance from commercial, land-grant, and other users of the online system. In the summer of 1975 a member of the staff of the Texas A & M University Libraries was commissioned to develop and write a manual in the form of a user's guide. The manual was tested in a small training session in December 1975. Participants included library and information science personnel from the Library of Congress as well as the National Agricultural Library. Revisions have been incorporated into the manuscript and publication of the manual is scheduled for May 1976. An instructor's manual with visual aids, lecture outlines, exercises, and examinations was also prepared and tested, but will not be published.

*Renamed AGRICOLA (Agricultural Online Access)

Shortly after the CAIN file became available in an interactive mode from commercial vendors, grants were made available in 1974 to eight land-grant university libraries, each in the amount of $3,500, to establish this new service. The grants also required that each institution run an operations or research study concerning the CAIN online service. These small grants have given impetus to one of the most stimulating new services available to researchers and students in many years. In all cases but one, the service has continued without grant funds on a cost recovery basis in 1975.

Most research libraries stopped extensive literature searching and bibliographic compilation for their patrons some years ago, because of the laborious and time consuming methods required by manual means. Online literature searching and its concomitant current awareness citation services have put regular bibliographic alerting and compilation back into libraries. The sweeping range of subjects covered by citation data bases, the systematic manner of structuring searches, and rapid electronic response have been joined to provide a fully professional service. The reestablishment of systematic and rapid searching was consistently cited as the most important aspect of the establishment of the online service at the land-grant university libraries. Two of the written reports resulting from these investigations are of particular value to librarians and administrators contemplating the establishment of CAIN online services at their respective institutions: "Evaluation of CAIN Online, St. Paul Campus Libraries, University of Minnesota" by Phyllis Reich and Fred Hearth in *Agricultural Libraries Information Notes* 2:1, Ja. 1976 and "Literature Searching with the CAIN Online Bibliographic Data Base" by Keith E. Roe, Vladimir Micuda, and Robert S. Seeds, Pennsylvania State University in *Biosciences* 25: 12, Dec. 1975. Summaries appeared in various 1975 issues of *Agricultural Libraries Information Notes* on the work of several of the campuses; reports will be announced or summary articles will appear in future issues of the *Notes* for the remaining campuses. In addition to the two above named campuses, grants were made to: Auburn University, University of Arizona, Colorado State University, University of New Hampshire, North Carolina State University, and Washington State University.

OTHER AUTOMATION ACTIVITIES

REFERENCE AND INFORMATION DELIVERY. The nature of reference and information delivery has changed radically during the last 3 years due to the availability of online systems. This new capability has resulted in a better informed user group which expects in-depth responses to serious research questions. While the total number of reference inquiries has remained nearly constant, demands for complex information packages have increased by one-third during the past year. Minimal utilization of online systems has allowed us to provide responses to more than 500 inquiries per month from our CAIN data base.

NAL also has direct access to MEDLINE and TOXLINE, at the National Library of Medicine, and the New York Times Data Bank. Approximately 18 other data bases are accessed through Lockheed Information Systems and System Development Corporation. The Law Branch Library accesses two additional data bases pertinent to its services (see p. 7).

ARS CURRENT AWARENESS LITERATURE SERVICE. NAL has interacted with the USA Agricultural Research Service (ARS) Current Awareness Literature Service (CALS) over the past several years running profiles for ourselves and our clients with occasionally a large retrospective search.

The Agricultural Research Service began a trial study in 1971 utilizing *Chemical Titles* on magnetic tape to determine 1) if scientists could be trained to write their own search profiles for computerized searching and 2) if they would be willing to do so. After ½ year, nearly 300 scientists located in major field locations throughout the United States had submitted search profiles. Having confirmed that it was possible to operate a user-dependent search system, ARS launched, in 1972, a full-scale Current Awareness Literature Service (CALS) which included *Biological Abstracts/Bioresearch Index, Chemical Abstracts, Engineering Index*, and CAIN.

OHIO COLLEGE LIBRARY CENTER. Early in the year, the goal of producing records for monographs and analytics through OCLC was achieved. NAL uses

cathode ray tube terminals (CRTs) to search the OCLC file of over 2 million catalog records. If some other library has already cataloged an item which NAL is just obtaining, this bibliographic record is used or modified to suit our needs. If not already in the file, NAL can enter the cataloging data online. Every 2 weeks OCLC sends us magnetic tapes containing our catalog records, which are converted by computer for inclusion in our CAIN file. This conversion has had some adverse effect on catalog production throughout the year and rule and format changes required by OCLC have caused continued lags. Effective September 29 all monographs and analytics input into OCLC by NAL are cataloged according to chapter 6, *Anglo-American Cataloging Rules, North American Text, 1974.*

By April, six terminals for OCLC activities were operational, two specifically dedicated to CONSER (Conversion of Serials). A large number of cataloging records for serials are now available online in the OCLC data base. As part of this effort, NAL hopes to convert bibliographic data for serials from the STAR data base to the OCLC system, thus offering an opportunity for an online union list of serials. A test tape of 500 serial records was converted from STAR to MARC format in July. The Council on Library Resources (CLR) has been asked to use it for negotiations with OCLC to set up a "save" file of NAL records for input to CONSER. Representatives from CLR and the three national libraries met in November to discuss cataloging practices relating to the project. At a subsequent meeting of the CONSER Advisory Group action items were identified for OCLC attention.

Use of the OCLC data base was expanded in 1975 to include pre-acquisition and inter-library loan searching. Several different approaches are being used to extend OCLC access on an experimental basis to U.S. Department of Agriculture field and branch libraries. NAL searches and inputs data received from the National Arboretum Library. The U.S. Agricultural Research Service Eastern and Southern Regional Research Laboratory libraries in Philadelphia and New Orleans respectively access the OCLC computer directly through TYMNET. For a 6-month experimental period NAL paid the OCLC charges and the cost of catalog cards and quarterly tapes. The ARS library in Philadelphia pays its own terminal and communications costs. As a long-range objective each library has its own unique identification number. NAL looks forward to accumulating tapes containing cataloging records for materials acquired by field libraries which merged with NAL bibliographic records, would constitute a union catalog for all Department libraries.

NETWORKS

REGIONAL DOCUMENT DELIVERY Cooperative agreements and grants in 1974 made it possible for USDA personnel and libraries in 13 States to utilize the major land-grant libraries for delivery of documents at no cost to local or regional administrations. (See *Agricultural Libraries Information Notes* 1:2, Feb. 1975) The basic regional structure of the document delivery system remained essentially the same in 1975 but was extended to include seven additional States. Twenty States were included in the system by the end of 1975. The Southwestern Region (Texas) was expanded July 1, 1975 to include Louisiana and on October 1, 1975 to include New Mexico and Oklahoma. Service was begun in December 1975 in the North Central Region (North and South Dakota, Nebraska, Wisconsin, and Minnesota). Service methods remain the same:

USDA personnel in the States with this service send their document requests to the major land-grant university library of that State.

Requests are completed by the State land-grant library whenever possible with photocopies or the loan of a hardcopy volume sent directly to the requestor.

Requests not completed at the State land-grant library are sent to the regional coordinating library where they are filled if possible.

Requests not completed within a region by these two steps are referred to the National Agricultural Library for completion.

This simple and basic arrangement has provided close regional working relationships and coordination of activities between USDA personnel and the land-grant libraries and between the land-grant libraries themselves. Very few alternative arrangements for submission of document requests have been made. A few USDA researchers bypass their local and regional resource libraries based on their knowledge of these collections

which do not serve their unusual needs, especially for foreign language materials. Some delivery variations are being tested by the University of Idaho and Washington State University, based on collection strengths. Special arrangements have been set up with PACFORNET North (Pacific Coast Forest Research Information Network) at the Forest Resources Library of the University of Washington, to utilize the Regional Document Delivery System. A decision is made at PACFORNET North to send requests directly to NAL or to utilize the regional Washington State University libraries or the University of Idaho Library.

The Regional Document Delivery Report--1975 is available upon request.

PACFORNET, developed by the Pacific Southwest Forest and Range Experiment Station Library, U. S. Forest Service, is a new system (not an NAL service) that provides technical information services to forestry professionals in four West Coast States: Washington, Oregon, California, and Hawaii. It is a personalized service, designed to help provide the latest scientific and technical literature to professionals in the many sciences related to forestry: forestry, chemistry, ecology, entomology, zoology, engineering, and others. It is not a traditional reference library in the sense that users visit a library to obtain books or periodicals. Rather it is a large information network with access to many technical libraries and other information services across the country. Among the sources provided are a *Monthly Alert*, listing new acquisitions among PACFORNET libraries; a general literature service providing users with materials pertinent to their professional work; literature searches, either manual or computerized; and reference services. PACFORNET services are available to specific forestry units in California, Hawaii, Washington, and Oregon. Further details are available from PACFORNET coordinator, P.O. Box 245, Berkeley, Calif. 94701.

The AGRICULTURAL SCIENCES INFORMATION NETWORK (ASIN) Committee was reconstituted in 1975 by the National Association of State Universities and Land-Grant Colleges. Duane Acker, University of Nebraska is Chairman. Committee Members are: Lois A. Lund, Michigan State University; D. S. Metcalfe, University of Arizona; P. E. Waggoner, New Haven, Connecticut Agricultural Experiment Station; and C. P. Ellington, University of Georgia.

The Committee met at NAL September 3-4. The background of ASIN was reviewed by Wallace C. Olsen, Field Liaison Officer, and key staff spoke on NAL services and programs. Guest speakers discussed specialized services and programs outside of the National Agricultural Library. Harold Schoolman, Assistant Deputy Director, National Library of Medicine, discussed the "Regional Medical Library System of the National Library of Medicine". "Emergency Programs Information Centers" was the title of the presentation by Gary P. Combs, Staff Officer, Emergency Programs Centers. Ronald R. DeClark, Chief, Scientific ADP Data System Application Division, ARS, spoke on "Current Awareness Literature Service" of the U. S. Agricultural Research Service. David M. Liston, Jr., Assistant Director for Operations, ERIC, presented "Information Analysis and Data Centers."

Attendees at this meeting were Frank H. Baker, Dean, Division of Agriculture Oklahoma State University; Darrell S. Metcalfe, Associate Dean and Director, College of Agriculture, University of Arizona; C. P. Ellington, Director, Agriculture Extension, College of Agriculture, University of Georgia; Jack Barrett, Head, Department of Forestry, University of Tennessee; and Lucile Smiley, Reference Librarian representing Burleigh C. Webb, Dean, School of Agriculture, North Carolina A & T University.

FOOD AND NUTRITION INFORMATION CENTER (FNIC)

The Center, funded cooperatively by the Food and Nutrition Service, USDA and by the National Agricultural Library, continued to develop as a central repository of informational materials relevant to the continuing education of school food service personnel. Personnel working in the School Breakfast, School Lunch, and Day Care Programs, administered by the Food and Nutrition Service, constitute the target user community serviced by the Center. A tentative analysis of the results of a survey of 500 users, made as part of a program evaluation, showed that FNIC lending service is providing valuable assistance to target audiences -- the school food service personnel. An article on the scope and organization of the Center can be found in *Agricultural Libraries Information Notes* 1:9, Sept. 1975.

More than 25,690 persons were contacted in 1975 through mailings, seminars and workshops, and exhibits. Among visitors to the Center briefed on resources and services were Dairy Council and Cereal Institute executives, Senate Committee consultants, Food and Nutrition

Service Washington and Regional Office personnel, representatives from other government agencies, dietetic interns, and graduate students from various universities.

Seminars and workshops are an effective mechanism for presentation and use of FNIC materials. Center staff participated in the following meetings during 1975:

February 7: NUTRITION EDUCATION IS ALIVE AND WELL, a conference sponsored by the D. C. Dietetic and Home Economics Associations at the National Agricultural Library.

March 20: HEALTH EDUCATION WORKSHOP, Easton, Md.

April 17–18: TODAY'S TOOLS FOR TOMORROW'S SCHOOLS, a seminar sponsored by the Mideast Region, American School Food Service Association at the National Agricultural Library.

April 23: INSERVICE WORKSHOPS ON NUTRITION, Towson, Md.

April 26: EVERY EMPLOYEE A TRAINER, New Hampshire School Food Service Association, Exeter, N. H.

May 2, 13–14 and 15: INSERVICE WORKSHOPS ON NUTRITION, University of Maryland, at Frederick, Md.

May 12–16: RENEW AND REVIVE IN 75, a symposium sponsored by the Maryland Dietetic Association at the National Agricultural Library in cooperation with the University of Maryland.

July 23 and August 13: LIBRARY RESEARCH COMMITTEE OF THE AMERICAN SCHOOL FOOD SERVICE ASSOCIATION, at the National Agricultural Library.

August 1: NUTRITION WORKSHOP GROUP, University of Maryland, at the National Agricultural Library.

August 20: CHARLES COUNTY, MARYLAND SCHOOL FOOD SERVICE ASSOCIATION.

August 28: ESSEX COMMUNITY COLLEGE WORKSHOP FOR BALTIMORE COUNTY, MARYLAND SCHOOL FOOD SERVICE MANAGERS.

October 10–11: Northwest Regional Seminar in Seattle, Washington, *SCHOOL FOOD SERVICE LOOKS TO THE FUTURE,* sponsored by the American School Food Service Association.

November 18: MARYLAND DIETETIC ASSOCIATION REFRESHER DAY, held at the National Agricultural Library.

Special exhibits were sent to the following meetings:

VIRGINIA SCHOOL FOOD SERVICE ASSOCIATION, March 14–15.

MICHIGAN SCHOOL FOOD SERVICE ASSOCIATION, April 24–26.

NEW YORK STATE SCHOOL FOOD SERVICE ASSOCIATION, April 29–May 1.

WISCONSIN SCHOOL FOOD SERVICE ASSOCIATION, August 11–13.

Five major publications were issued and distributed by the Center (see p. 13)

D.C. BRANCH LIBRARY (DCB)

The D.C. Branch, located in the South Building, room 1052 of the U.S. Department of Agriculture, 14th & Independence Ave., S.W., continued to fulfill the statutory role of NAL to distribute information on agriculture and rural development through an on-site access to a collection of 270,000 volumes, and through personal access to reference librarians. It also continued to serve as a local delivery point for USDA and other patrons to receive NAL materials.

A staff of five professional librarians, four technicians and five student aides provided these services in the D.C. Branch (DCB) during the year: as the year closed, however, two technicians resigned. One of the professional librarians is a member of a council on Soviet-American information exchange, and spends one-quarter of her time on that obligation.

The Branch also continues to operate a tri-agency reading room at 500 - 12th St., S.W., for the benefit of three USDA agencies housed in that location: Economic Research Service, Farmer Cooperative Service, and Food and Nutrition Service. One NAL staff person is

assigned solely to that function. This reading room provides a collection of current periodicals and monographs on economics and serves as an inquiry center and channel for requests of materials from DCB and NAL.

During the year, the physical appearance on the main floor of DCB remained bright, but on B deck it continued to deteriorate. However, as the year closed, plans long proposed seemed about to be fulfilled, to paint and to improve the lighting. One immense physical improvement achieved by staff was the reshelving of the L. C. call number collection on B deck in an orderly manner, thus improving patron access and the retrievability of materials. Similiar improvement to the larger NAL call number collection is impeded by lack of staff and the current need to provide services of more immediate demand.

An average of over 120 patrons visited the facility daily; of that number about 100 were USDA personnel, many of them making several visits a day. During the summer, there was a notable increase in non-USDA visitors. The staff answered a daily average of 240 telephone calls related to requests for information. Approximately 550 pieces of material were in use by patrons daily.

In addition to the traditional lending services and reference functions expected of a large library, the Branch continued to operate an online CAIN search system for both USDA and other agency personnel. DCB also began operation of a terminal to the *New York Times Information Bank*, which provides access to all materials in all issues of that newspaper since 1 January 1969 and selected materials from 30 other periodicals. To promote the use of this terminal and the other services of the agency, the Head of the D. C. Branch made personal presentations at staff meetings of five USDA agencies. In addition, the staff conducted a series of orientation courses of 2 hours duration for the benefit of 126 members of the Economic Research Service. The Branch also continued to file the materials of the American Agricultural Economics Documentation Institute, and of the USDA Graduate School. Space was also allotted for a collection of materials from the American University, which is providing a training course for USDA interns.

LAW LIBRARY

The Law Library serves the informational needs of attorneys and paralegal aides in the Office of General Counsel (OGC). Its Legislative Reference Section is responsible for compiling histories pertaining to agricultural legislation. A network of field libraries serve USDA attorneys outside the Washington Metropolitan area.

To improve service, a memorandum was sent to each OGC director in April 1975 requesting assistance in establishing guidelines to be followed in the selection of texts and treatises for the collections. Each director was asked to indicate priorities of legal subject interests. The OGC Law Library Committee actively participates in the acquisition program, publication distribution, as well as such other library activities as budget, personnel, and automation.

An orientation program was devised to introduce new attorneys and paralegal personnel to the Law Library with the objective of helping them to help themselves as soon as possible. The orientation program includes a tour of the library, a review of library rules and practices, and an introduction to the JURIS system. An auxiliary benefit is the opportunity afforded the library staff to meet new personnel in OGC.

The Law Library accesses JURIS, the online, full-text, federal-law, practice-oriented, computer-based legal storage and retrieval system developed by the U. S. Department of Justice. Personal identification numbers were assigned to 22 attorneys and 3 staff members of the Law Library. The JURIS data base has been useful to legal researchers, but attorneys have been waiting for the inclusion of case law for maximum utilization of the system. The decisions of the U. S. Supreme Court covering 1903 through May 1975 (volumes 189-420) were added by the end of 1975. Planned for inclusion before the end of March 1976 are the U. S. District Court decisions covering June 1971 through May 1975 (vols. 330-393 F. Supp.), the decisions of the Court of Appeals covering December 1969 through May/June 1975 (vols. 420 through 511 F. 2d.), and the decisions of the Court of Claims from vol. 134 (1956) through vol. 206 (April 1975).

The Law Library Committee appointed a subcommittee to consider addition of the *Agriculture Decisions* to

the JURIS data base in order to facilitate research involving those decisions. Such research is presently difficult due to the lack of an adequate index to the *Decisions*. The JURIS system, utilizing an automatic retrieval system, would provide easier access to this information. The subcommittee had not submitted a final report by the end of the year.

A demonstration of online access through the System Development Corporation system to the Congressional Information Service (CIS) and American Statistics Index (ASI) data bases was made available to staff members of OGC as well as personnel of other USDA agencies. This system, AcCIS, provides unprecedented access to the working papers of Congress through the CIS/INDEX and to the statistical publications of the U. S. Government through the ASI data base.

A new computerized legal information system offered by the Lawyers' Cooperative Publishing Company was demonstrated in October, 1975. This is a citation testing system known as Auto-Cite, however, neither AcCIS or Auto-Cite were retained by the Law Library.

NATIONAL ARBORETUM LIBRARY

In keeping with its efforts to provide the best possible service to the local USDA community, NAL operates a research library at the U. S. National Arboretum cooperatively with the U. S. Agricultural Research Service under a 1973 Memorandum of Agreement. NAL supplies a professional librarian, an annual book budget, cataloging of new acquisitions, and periodical binding service. ARS provides for all physical library requirements, clerical help, and payment of periodical subscriptions.

The need for an on-site library was realized about a dozen years ago, when the Arboretum began to fulfill its research role. What was originally a staff reading room has now become a first class botanical and horticultural library. The book collection numbers 5,260 volumes. The major emphasis is on plant systematics, phytogeography, plant pathology, applied horticulture, ecology, and cytogenetics. Current book collection growth is at the rate of 150 to 200 volumes a year. Approximately half of these volumes are direct purchases. Gifts from Arboretum staff, from the authors, and from the Friends of the National Arboretum make up the remainder.

About 200 serial titles are received annually and include botanical journals, periodicals devoted to specific plants, bulletins from arboreta and botanical gardens, abstract publications and irregularly published floras from all parts of the world. Just about half of these serials are received through paid subscriptions, the rest through exchanges. The serial collection is further supplemented by 65 noncurrent titles, and an uncataloged collection of several thousand pamphlets and reprints. Extensive files of nursery and seed trade catalogs, representing mainly woody plant growers, are maintained. A beginning was made this year in acquiring materials on microfiche. Priority is being given to items best served by this medium such as out-of-print journals and books and photographic reproductions of famous herbariums such as the Linnaeus h London.

Every effort is made to keep the library and its materials arranged in such a way that users are able to help themselves and that information is readily accessible. Contents pages of current serials are photocopied and assembled into weekly current awareness bulletins for distribution to the staff. Each week's current receipts are displayed separately and not allowed to circulate until shelved on the periodical racks the following week. The charge-out system (circulation is to staff only) is self-service with sign-out cards replacing borrowed books as dummies.

Among the users of this small library are plant taxonomists, who must work from both published descriptions and herbarium specimens in their taxonomy and nomenclature studies, and horticulturists, responsible for designing, planting, and maintaining the 415 landscaped acres which constitute the Arboretum. The research botanists who are hybridizing, selecting, and evaluating new or improved strains of trees and shrubs begin each new program with a literature search, therefore requiring the latest information published. The gardening public has been using the Library more and more frequently, as have students from the local colleges and adult education courses in botany and landscape architecture. Gardening and indoor plant culture are now important forms of recreation and even therapy for many people, and the increase in requests for how-to-do-it information has been quite noticeable.

PART 2 – ADMINISTRATIVE DEVELOPMENTS

KEY APPOINTMENTS

The position of Associate Director was filled in March with the appointment of Samuel T. Waters. Prior to this appointment, he was Deputy Director for Resource Development. He shares fully with the Director in the administration and management of the Library.

The post of Deputy Director for Resource Development was filled in September by Jeanne M. Holmes, formerly Chief, Analysis Division.

Ronald J. Walton was appointed Head of Computer Applications in May, replacing Vern Van Dyke who left on trial retirement. Walton came to the Library from the U. S. Army Coastal Engineering Research Center.

Two key vacancies remained unfilled at the end of the year: Chief of Analysis Division, an opening resulting from the promotion of Holmes, and Chief of Lending Division, caused by the departure of Lida Allen to assume a position with the AGRIS Coordinating Centre, Food and Agriculture Organization (FAO) in Rome.

SIGNIFICANT ACTIVITIES

MANAGEMENT BY OBJECTIVES. The National Agricultural Library is fully committed to the management by objectives concept (MBO). This is a management system that looks to the future. It recognizes that organizations, like people, must anticipate the need to respond to social and technological change or break. The focus of our planning efforts and operations is shifting from "how we do what we do" to "why we do what we do." What are our goals and supporting objectives? Statements of our high priority objectives have been submitted to the Assistant Secretary for Conservation, Research and Education and to the Office of Management and Finance. Concurrently, we are developing an internal agency objective program in which we are trying to focus better on the things we are doing and reach for known goals by establishing a limited number of objectives. NAL missions represent the basic reasons for the existence of NAL as an organization within USDA and characterize the Library's role in solving USDA and national information problems. Within each mission a number of goals are identified. Objectives have been selected that either support [illegible]y well established goals or which contribute to the evaluation of proposed new goals. A few selected objectives of general interest are:

Develop specific criteria for determining the benefits of installing terminals at USDA field locations.

Review a selected number of USDA libraries not operated under the control of the NAL to determine whether organizational arrangements regarding NAL support of these libraries ought to be improved or changed to the mutual benefit of the field libraries and NAL.

Implement a selective review of publications prepared by USDA scientists to determine the number which are not being submitted to the Library. As a pilot, develop a procedure for ensuring that all ARS publications are submitted to the Library.

Establish operational procedures to ensure that new and expanding literature requirements in the areas of research and administration are included in the CAIN data base in order to meet high priority demands for bibliographic information and to identify future Departmental information needs.

POSITION EVALUATION. A complete audit of all library positions was undertaken by Agricultural Research Service, U. S. Department of Agriculture, (the servicing agency for NAL). Although never a pleasant activity, an audit is required by law. Time and entropy had combined to cause a mismatch between many job descriptions, grades, and performance levels of the incumbents. Management is convinced that goals and objectives will be better met when correction and adjustments in response to the audit have been accomplished.

MANAGEMENT GROUPS. Two elements are necessary for effective management of an organization: a policymaking body and a clear communications channel to middle management. In order to implement these two elements an Executive Group (EG) and a Council of Supervisors of NAL (COSNAL) were established in mid-1975. The Executive Group, composed of the Director, the Associate Director, the Deputy Director for Library Services, the Deputy Director for Resource Development, the Executive Officer, the Head of Computer Applications, and the Field Liaison Officer, is the policymaking group. The Council of Supervisors, composed of all staff officers and supervisors, is the communications group responsible for turning policy into action. Its program is one of the most important in the Library. In addition to the communication function, COSNAL has as its purpose the training of supervisors in the sources of administrative information and the application and use of regulations in such areas as personnel and contract management. Lectures and seminars have covered such topics as labor law as it applies to federal unions, management by objectives, merit promotion plans, and behavioral psychology.

EQUAL EMPLOYMENT OPPORTUNITY. Major Equal Employment accomplishments in 1975 included:

- Establishment of by-laws by the Equal Employment Opportunity Advisory Committee.
- Establishment of a Cooperative Education Working Agreement with the New Mexico Highlands University, Las Vegas, New Mexico.
- Appointment of one Spanish American Library technician under the Cooperative Education Working Agreement.
- Completion of training under the Upward Mobility Careers Opportunities Program by one technician and reassignment from the paraprofessional series to the professional series.

PART 3 – COLLECTION BUILDING

SCOPE STATEMENT

The acquisition policy of the National Agricultural Library is based on the Library's responsibility to provide needed service to the staff of the Department, the land-grant institutions and the general public in subjects pertaining to agriculture and the allied sciences. The Library is primarily a specialized research library and the ultimate source in this country for the agricultural literature of the world. This responsibility has been recognized by the Library of Congress and the National Library of Medicine, which depend on the National Agricultural Library to acquire and preserve a comprehensive collection of the agricultural literature from all countries.

In fulfilling its obligations, NAL attempts to collect all significant publications of definite agricultural interest and others of value to the work of the Department, regardless of the source of origin, language, type of material, or other difficulties involved in its acquisition. Its collections, accordingly, reflect and support agricultural research needs in general as well as research programs currently in progress in the Department.

More specifically, NAL attempts to acquire and retain substantive publications in the following subject fields:

Agriculture (General)

Economic, historical, technical, commercial, sociological, legal, financial, educational, biographical, and other aspects.

Agricultural societies, organizations, cooperatives, etc.

Animal science

Animal husbandry, entomology, veterinary science, economic zoology, and zoology of domestic animals.

Plant science

Economic and general botany, plant culture, field crops, horticultural crops (including fruits, vegetables, ornamentals), plant pathology, weeds, etc.

Agricultural chemistry

Chemical pollution, pesticides.

Agricultural engineering

Farm structures, farm machinery, rural electrification, irrigation, drainage, water supply, flood control.

Soils, fertilizers and soil conservation.

Forestry and utilization and technology of raw forest products.

Agricultural products, including industrial uses.

Home economics (except cookbooks)

Rural sociology and rural life.

Agricultural economics

Marketing, finance, labor, land, farm management, farm and crop insurance, etc.

Statistics

Production, trade, consumption of agricultural and forest products, prices, etc.

SPECIAL CATEGORIES

Latin America has always been an especially difficult area from which to acquire agricultural publications. The demise of the Latin American Cooperative Acquisitions Program (LACAP) several years ago compounded the problem since there is no longer any centralized system for the collection of Latin American imprints which meet the Library's particular needs. To minimize the problem, however, NAL has engaged in a number of complementary activities. Olga Lendvay, detailed from NAL to the Centro Interamericano de Documentación, Información Agrícola (IICA-CIDIA), at Turrialba, Costa Rica, has actively assisted in locating publications and publication sources new to NAL throughout Latin America. In June 1975, David Lee, Head, Procurement Section, attended the Seminar on the Acquisition of Latin American Library Materials (SALALM) meeting in Colombia with the objective of enhancing the acquisition of this material. In addition, blanket order and other special arrangements for trade publications have been established in Mexico, Brazil, and Argentina. As a result of these combined endeavors, together with the activity of our exchange program, the depth of our collection from this area has been maintained at a generally comprehensive level.

This year a means was established to collect, more extensively, publications of the Food and Agriculture Organization of the United Nations (FAO). NAL, along with other libraries, has experienced difficulty in acquiring a comprehensive collection of FAO publications in hard copy for many years. An additional arrangement has been established to collect all literature cited in *FAO Documentation - Current Bibliography* on microfiche. Included in this set are all priced publications, all main documents, all unrestricted working documents of scientific or technical value produced in the central office or field offices, as well as articles appearing in priced and unpriced FAO periodicals. While many titles will be duplicates of those received in hard copy, this arrangement is expected to provide a more comprehensive collection of this important literature.

Endeavors at various levels, too numerous to relate in detail, have been undertaken to assist in assuring the comprehensiveness of our collection in specific subject areas. As an example, material in the field of remote sensing, primarily by infrared telemetry, is a subject of much importance to forest and crop research. With the use of high altitude aircraft or satellites it is possible to make early detection of crop and forest diseases, forest fires, or compile statistics on crop production, etc. A special acquisition effort has been made to acquire this material which is found primarily in the report literature.

To help ensure our comprehensive coverage of botanical publications, we are continuously reviewing, in addition to our routine selection tools, the book list of the New York Botanical Gardens. A continuous effort is exerted to ensure comprehensive coverage of the animal science literature. During the course of a year, many topical lists are subjected to one-time searches in an effort to make the Library's subject collection as reflective of user needs and interests as possible.

In the July 1974 issue of *Special Libraries*, Patrick Brennen of the University of South Dakota published an article on the coverage of tropical agricultural literature by NAL and 51 land-grant libraries. Only NAL's collection contained 100 percent of the serial issues in his sample. If this sample is representative of subject coverage in that field as the author indicates, it shows that the Library's coverage of this field is, as it should be, quite comprehensive.

OUTSTANDING GIFTS

In FY 1975, members of the Departmental staff visited the People's Republic of China and returned with a number of publications for the Library. Among the most notable of these publications was a donation from John Creech, Director of the U. S. National Arboretum, who provided NAL with 21 monographs and 9 serial issues new to the collection, including an additional volume of the famous *Flora of China* series. This material represents a substantial contribution from a difficult acquisition area of the world. Creech has also presented the Library with a beautiful volume, *Commemoration of the U. S. Bi-Centennial Anniversary in 1976: Bonsai in Japan* which is a collection of photographic reproductions of the magnificent dwarf plants.

Archival records of various nursery industry associations were presented by Richard P. White, consultant, and Robert Lederer, executive vice-president, American Association of Nurserymen, Inc. The oldest records are the handwritten minutes of the Western Association of Nurserymen's Meeting held in 1891. A complete file of the *Pacific Coast Nurseryman Magazine*, 1933-1938, was included plus convention rosters, proceedings, badge books, code of ethics, and the Marketing Agreement of 1935. Other interesting items in the collection included the proceedings, constitution, and by-laws of the Rocky Mountain Nurserymens' Association; minutes of the meetings of the Council of Eastern Nurserymen;and the minutes of the Women of the American Association. This contribution is an important supplement to the Library's collection of nursery and seed trade catalogs.

HISTORICAL PROGRAM: NEW HOLDINGS

BOOKS. During 1975, the following additions were made to the Library's Historic Book Collection: *Sylva Sylvarum: or, A National Historie. In Ten Centuries* (2 ed., London, William Lee, 1628) by Francis Bacon; with this is bound his "New Atlantis;" Thomas Cruickshank's *The Practical Planter; Containing Directions for the Planting of Waste Land and Management of Wood: with a New Method of Rearing Oak* (Edinburgh, W. Blackwood, 1830); and Adam Dickson's *A Treatise of Agriculture: A new edition* (Edinburgh, A. Kincaid and J. Bell, 1770).

Also included in this year's additions are three books by John Lawrence, M. A., late Rector in Northamptonshire: *The Clergy-Man's Recreation: . . .Pleasure and Profit of the Art of Gardening.* (London: Bernard Lentot, 1726). *The Gentleman's Recreation: or the Second Part of the Art of Gardening. .* (London: Bernard Lentot, 1723) *The Fruit-Garden Kalendar: or a Summary of the Art of Managing the Fruit Garden. .* (London: Bernard Lentot, 1736) Finally an interesting little volume was acquired on the discovery and settlement of the Oregon Territory by Rev. Charles G. Nicolay entitled *The Oregon Territory: A Geographical and Physical Account of the Country and Its Inhabitants. .* (London: Charles Knight and Co.; 1846).

MANUSCRIPTS. Several noteworthy additions were made in 1975 to the Manuscript Collection. The Library received the *Records of the American Association of Agricultural College Editors*, 1913-1975, inclusive of correspondence arranged alphabetically and chronologically; also included were reports, notebooks, publications, memorabilia relating to the development and activities of the association. Also worthy of note are the complete manuscript and working papers relating to *Advance in Fruit Breeding* (Indiana, Purdue University Press, 1975) edited by Jules Janick and James N. Moore; the foreign penicillin patents of Andrew S. Moyer, and generalized data on *CAIN: Interactive Cataloging, Indexing and Publication System.* A microfilm set of the papers of Henry A. Wallace, (1888-1965) was acquired. Wallace was a third-generation Iowa farm editor; plant breeder; businessman; U. S. Secretary of Agriculture, 1933-1940; Vice-President of the United States, 1941-1945; Secretary of Commerce, 1945-1946; Presidential candidate in 1948. Also acquired were the papers of George Washington Carver, (1861?-1943). Carver was an American botanist, chemurgist, and educator who made significant contributions in the area of agricultural research. From the peanut and sweet potato, he developed more than 300 by-products including plastics, dyes, flour, powdered milk, wood stains, and fertilizer. His efforts helped revolutionize the economy of the South.

Finally, on October 3, 1975, Richard Farley, Director of the National Agricultural Library,and Earl W. McMunn, Director of Public Affairs for the Harvest Publishing Company and Chairman of the American Agricultural Editors Association (AAEA) History Committee, signed an "Instrument of Gift" relating to the donation of the historical records of the Association to the National Agricultural Library.

PART 4 – LIBRARY PUBLICATIONS

PUBLICATIONS COMMITTEE

The NAL Publications Committee, originally established in 1972, was reactivated July 1975. The purpose of the Committee is to review proposed printed products of the Library and to assure that these products are of the highest quality. It is not a function of the Committee to approve, clear, or otherwise promulgate articles by staff for journal publication. The membership of the Committee is as follows: Patricia Condon, Chairman, Leila Moran, Executive Officer, Gerald Sophar, Leslie Kulp, Carl Cantrell, Sharon Crutchfield, and Ruth Pyne.

BIBLIOGRAPHY OF AGRICULTURE

The Oryx Press, Scottsdale, Arizona, took over publication of the *Bibliography of Agriculture* beginning with the January 1975 issue from Macmillan Publishing Company. The *Bibliography* is produced from magnetic tapes created monthly by NAL in the process of generating its CAIN data base. Oryx Press added new features to improve usefulness. The new format includes the following sections: List of Journal Title Abbreviations Cited, Main Entry Section, USDA Publications, State Agricultural Experiment Station Publications, State Agricultural Extension Service Publications, FAO Publications, Translated Publications, Geographic Index, Corporate Author Index, and Personal Author Index.

NEW PUBLICATIONS

Agricultural Libraries Information Notes, a monthly newsletter, was inaugurated January 1975. From January 1926 to June 1942 the USDA Library issued a publication titled *Agricultural Library Notes*. This useful newsletter was terminated by the exigencies of a wartime economy. It was never resumed although various internal newsletters were developed to fill the communications gap. The establishment of an official newsletter was undertaken to improve contacts with the agricultural research community and to keep cooperating libraries better informed about NAL activities. Free.

Audiovisual Guide to the Catalog of the Food and Nutrition Information and Educational Materials Center. January 1975. 70 p. Limited distribution. Lists audiovisual aids of substantial interest to the school food service and nutrition education community, selected from the collection of the Center.

CAIN Online. 4 p. Free.
Brochure describes the literature retrieval services of NAL.

Catalog of the Food and Nutrition Information and Educational Materials Center. Supplement 2. April 1975. 364 p. Limited distribution.
Lists material processed by the Center from April 1974 through February 1975.

Cumulative Index to the Catalog of the Food and Nutrition Information and Educational Materials Center 1973-1975. July 1975. 340 p. Limited distribution.
References to citations in the *Catalog* (1973), Supplement 1 (1974), and Supplement 2 (1975).

Food Service Programs for Children: an annotated bibliography. (Library List 99) 78 p. Free. A review

of literature which highlights the advancement made in Food Service Programs for Children as they relate to National School Lunch Program, the School Breakfast Program, the Special Food Service Program for Children,and the Special Milk Program.

Heritage of American Agriculture: a bibliography of pre-1860 imprints (Library List 98) 71 p. Free.
A selective compilation of monographs, periodicals, and works of agricultural societies published prior to 1860.

Selected List of American Agricultural Books in Print and Current Periodicals (Library List No. 1, Revised) 126 p. Free.
A guide to basic publications in the broad field of agriculture and the supporting sciences. Includes directory of publishers addresses.

Serials Currently Received by the National Agricultural Library, 1974. 1215 p. GPO. $13.55.
A listing of approximately 15,000 serials currently received by NAL which will enable users to identify and utilize some of the major resources acquired by the Library.

The following articles were authored by NAL staff.

Caponio, J. F. and Moran, L. "AGRIS" in *Science* 187: 4173, Jan. 24, 1975.

———— ————. "CAIN; a computerized literature system for the agricultural sciences" in *Journal of Chemical Information and Computer Sciences.* 15:3, 1975.

Moran, L. "National Agricultural Library," in *Bowker Annual of Library & Book Trade Information.* 20th ed. 1975.

PART 5 – NAL PARTICIPATION IN NATIONAL LIBRARY AND INFORMATION PROGRAMS

EXTRAMURAL ACTIVITIES

Extramural activities drew considerable staff participation in national library and information programs, symposia, seminars, and workshops. The Director represented the Library at:

Association of Research Libraries, Houston, Tex., May 7-9.

AGRIS (International Information System for the Agricultural Sciences and Technology) Rome, June 30 - July 3.

Library Management Skills Institute, Philadelphia, July 16 - 18.

Federal Interagency Field Librarians Workshop, Dallas, Sept. 28 - Oct. 3.

American Society for Information Science (ASIS) Boston, Oct. 26-30.

Biological Sciences Information Service (BIOSIS) Meeting, Philadelphia, Nov. 1-2.

In addition, he visited land-grant libraries and USDA field libraries in Illinois and Wisconsin, August 9-17 and in mid-November the libraries of the Ministry of Agriculture, Fisheries, and Food; the Tropical Products Institute; and the Central Veterinary Laboratory of Great Britain.

Samuel T. Waters, Associate Director, represented the Director at the Agricultural/Biological Section, ACRL Meeting during the American Library Association Convention. Other NAL attendees at the Convention included Kevin Keaney, Wallace Olsen, Melba Bruno, Leslie Kulp, Robert Butler, Leila Moran, Nancy Lewis, Celeste Huecker, and Irene White.

Dean Gamble, Deputy Director for Library Services, attended:

Lockheed User Workshop, Palo Alto, May 12-14.

Working Conference to Meet U.S. and World Food Needs, Kansas City, Mo., July 8-11.

Engineering Foundation Conference, Hennipec, N.H., Aug. 10-15.

ARS Northeastern Region Workshop, Ithaca, N.Y., Oct. 8-9.

- AGRIS Tropical Advisory Committee Meeting, Rome, Nov. 29 - Dec. 6.

Other staff were also active professionally:

- April 14-18: Maydelle Stewart attended the V World Congress of the International Association of Agricultural Librarians and Documentalists, Mexico City.

- April 16-19: Alan M. Fusonie was a commentator for a paper presented by Thomas Altherr of Ohio State University titled "The Hunter-Naturalist and the Development of the Code of Gamesmanship" at the annual conference of the North American Society for Sport History, Boston.

- May 2: Harry Kemp exhibited materials on NAL services at the Information Retrieval Colloquium, Philadelphia.

- May 8-9: Harry Kemp held a seminar on CAIN at Mississippi State University, Columbus and May 13-15 at Tifton, Ga.

- Mary 12-14: Maydelle Stewart attended the Lockheed User Workshop, Palo Alto.

- May 14-17: Gerald J. Sophar attended 4th ASIS Mid-Year Meeting, Portland.

- May 20-21: Leila Moran attended the National Extension Home Economics Communications Workshop, Kansas City, Kans.

- May 21-26: Katherine Daley attended the Image Convention, Kansas City, Mo.

- May 28-30: Tatiana B. Tontarski was a member of the U.S. Delegation to the Fourth Meeting of the US-USSR Working Group on Agricultural Economic Research and Information held at the U. S. Department of Agriculture.

- June 8-10: Gerald Sophar participated in a National Science Foundation/Office of Science Information Service (NSF/OSIS) sponsored program.

- June 8-12: The following staff participated in the Special Libraries Convention in Chicago: Wallace Olsen, Ruby Fox, Helen Alexander, Charles Bebee, Robert Birch, Jennie Brogdon, Jesse Ostroff, and Leila Moran.

- June 21-26: Kevin Keaney, Mortimer Naftalin and Spurgeon Terry, attended the American Association of Law Libraries, Los Angeles. Keaney delivered a speech on "The Freedom of Information Act and the Federal Librarian."

- June 30-July 2: Ronald J. Walton attended the Data Processing Management Association Convention (INFO/EXPO 75) in Atlanta.

- July 10-12: Jennie Brogden attended the 6th Annual Conference of Federally Employed Women, Inc. at the Shoreham Americana, Washington, D.C.

- July 22: Lida Allen, Harry Kemp, and Henry Gilbert attended BIOSIS workshop at Philadelphia.

- Sept. 24-26: Richard A. Farley and Alan M. Fusonie presented papers at the Agricultural Literature: Proud Heritage--Future Promise Symposium, Beltsville.

- Sept. 28-Oct. 3: Wallace Olsen, Spurgeon Terry, and Irene White, attended the 1975 Federal Interagency Field Librarians Workshop in Dallas.

- Sept. 30-Oct. 2: Jesse Ostroff attended the Annual Medline Workshop, Morgantown.

- Oct. 20-24: William Thies attended the Annual Research Plant Engineers Meeting, New Orleans.

- Oct. 24-26: Alan M. Fusonie attended the Tenth National Colloquium of the Oral History Association at Grove Park Inn, Asheville, N.C.

- Oct. 26-30: Lealie Kulp, Harry Kemp, Jesse Ostroff, and Gerald Sophar attended the ASIS 1975 Conference in Boston.

Alan M. Fusonie developed in cooperation with the U.S. Department of Agriculture Radio and Television Service a series of videotapes in observance of the Bicentennial. The tapes were viewed locally on Channel 4 *Across the Fence* and *Down to Earth.* Following is the list of titles:

The American Farmer in Revolutionary Times 1763-1800

Bicentennial - Historical Implications for Agriculture

Bicentennial Projects

Bicentennial Projects - Library Bibliographies

Bicentennial - Washington's Agricultural Interests

The Farmer and Westward Movement 1790-1820

George Washington - the Farmer [Filmed at Mount Vernon]

Great Americans in Agriculture - Mark Catesby

Great Americans in Agriculture - Timothy Pickering

Jethro Tull's Homemade Seed-Drill

John Bartram - first native American botanist and his son William, traveler and naturalist

Outstanding Men in Agriculture - Norman Borlaug

A Remembrance of George Washington's Birthday

A special tape was prepared for *The Great American Giving* program sponsored by the Radio Broadcast Service of Columbus Union College:

George Washington Carver (1864(?) - 1943, Luther Burbank 1849-1926, Louise Stanley, 1883-1954.

OFFICES IN PROFESSIONAL SOCIETIES

Richard A. Farley, Director, was elected to the Board of Directors of the Association of Research Libraries for a 2-year term; he also is a member of the Board of the International Association of Agricultural Librarians and Documentalists, a member of the Long Range Planning Committee of the Federal Interagency Field Librarians Workshop, and a member of the Advisory Committee on the CAB/CAIN/BIOSIS project. Other groups in which the Director actively participates are:

- National Science Foundation (NSF) Federal Information Managers.
- National Commission on Libraries and Information Science (NCLIS). Task Force on a National Periodicals System.
- Food and Agriculture Organization of the U.N., Rome. Panel of Experts on AGRIS.
- Federal Library Committee (FLC). Completed service as chairman of a task force to implement a storage area for Federal libraries in the Washington Metropolitan area.
- American National Standards Institute, Inc. (ANSI)

Samuel T. Waters, Associate Director, serves as a member of a number of working groups:

- Implementation of the Government Accounting Office (GAO) report "Recommendation on Federal Library Acquisitions."
- Ad Hoc Group on Improving Access to Federal Bibliographic Data Bases.
- National Federation of Abstracting and Indexing Services (NFAIS) Common Practices and Standards Committee.
- CONSER
- Association of Public Data users.
- Sub-Committee 34 of ANSI-Z-39.

Gerald Sophar is currently a member of the Committee on Committees for the American Society of Information Sciences and the following NFAIS Committees:

- World Directory of Abstracting and Indexing Services.
- Serials Coverage & Access Committee.
- Task force preparing proposal to NCLIS on role of abstracting and indexing services.

Leila Moran serves as alternate to the Director on the Long Range Planning Committee of the Federal Interagency Field Librarians Workshop and is a member of the Oberley Awards Committee of the Agricultural/Biological Section of the Association of College and Research Libraries.

Robert Birch was elected President of the USDA Spanish Club, and a member of the Board of Governors of the Society of Library and Information Technicians.

Nancy Ayer, Robert Birch, Kevin Keaney, Leslie Kulp, and Leila Moran taught courses in the Library Techniques

* Commonwealth Agricultural Bureaux

Program of the Graduate School, U.S. Department of Agriculture, Washington, D.C.

Kevin Keaney was appointed to the faculty of Georgetown University, in the Legal Assistant Program. He was also appointed a member of the Committee on Lawyer Referral Services of the District of Columbia Bar, and assisted in the preparation of a lawyer directory.

COMMITMENT TO LIBRARY GOALS

What are the NAL goals? Where should NAL be 5 years from now? Five broad goals affecting service on a national and international scale have been identified. These goals deal primarily with the expansion and coordination of technical information services not only to researchers, but to administrators and managers. The latter group, relatively overlooked, increasingly requires the support of library services in planning effective national services.

A primary goal is to become a focal point within the U.S. Department of Agriculture for Coordinating departmental information activities. Currently, technical activities are being carried on without adequate coordination, resulting in wasteful duplication and uneven service support. The objectives for achieving this goal are fourfold.

- Data on U.S. Department of Agriculture (USDA)–Scientific and Technical Information (STI) Activity.

  Obtain and disseminate directory and budget data on total USDA technical information activity.

- Policy for USDA-STI Activity.

  Develop and implement policy for USDA activities in this area, including collecting and recording:

  USDA-authored publications

  USDA-issued publications and reports

- Orientation to USDA-STI Activity.

  Offer orientation and training on USDA activities in this area to USDA staff providing technical information services.

- USDA Standard Format for Transmitting Records.

  Develop and promulgate a USDA standard format for transmission of bibliographic records in machine-readable form.

A second vital goal is the creation of a technical information service network. USDA library and technical information service facilities, staff, and activities need to be related to a single network in order to provide more effective service to USDA staff nationwide. New services also need to be developed. The objectives toward achieving this goal are:

- Coordinated USDA Network.

  Create and operate a coordinated USDA network of field and branch libraries and technical information service points, information analysis centers such as the Emergency Programs Information Center (EPIC), and sub-networks.

- Online Catalog of USDA-Owned Books and Journals.

  Create online files and published lists showing all books and journals cataloged by NAL and the USDA field libraries.

- Online Shared Indexing.

  Create an online system for shared indexing, to be used by all USDA elements undertaking a significant amount of indexing.

- Online Retrospective Searches.

  Make available, equitably throughout USDA, online retrospective searches of the NAL data base, other USDA bibliographic and special data bases, Current Research Information System (CRIS), and non-USDA bases.

- Personalized Data Bases.

  Extend to a significant number of USDA administrators and researchers the ability to build and access personalized data bases online, utilizing and integrated with the NAL system and capabilities listed above.

- Selective Dissemination of Information.

  Offer Selective Dissemination of Information (SDI)

service equitably to all USDA researchers, just as is now available to ARS.

- Instruction in Use of STI Services.

  Develop and offer a program of individualized instruction in use of library and bibliographic services, for USDA administrators, researchers, and extension personnel.

- Demand Translation Service.

  Develop and offer a service for translating foreign research publications, upon demand by USDA staff nationwide.

- Increase STI Value to Decisionmakers.

  Make technical information services more useful to policy planners and decisionmakers by providing special information expediter service.

Thirdly, NAL needs to become an effective backstop for national information needs. At this time, NAL lacks sufficient resources to automate its internal activities rapidly and to do a quality job of acquiring, preserving, and providing access to the library materials needed by its users. The following objectives are designed to overcome this problem:

- Automated Library Systems.

  Create efficient, fully automated systems for management information in the Library and for automating library processes.

- Coordinated Library Collections.

  Build the best allround collection of agricultural library materials, related to research needs and coordinated with other National libraries, land-grant, and USDA field libraries.

  Use land-grant libraries to assist in acquisitions for NAL.

  Designate and support library resource centers in selected areas of specialization at land-grant libraries.

- Preserving Library Collections.

  Store and preserve effectively agricultural library materials at NAL or elsewhere.

  Utilize cooperative storage.

  Support land-grant libraries in microfilming agricultural publications of their States.

  Microfilm USDA publications systematically.

  Increase preservation microfilming at NAL by an order of magnitude.

- Data Base.

  Build an extensive, highly useful data base of citations to agricultural literature, by merging records from other machine-readable files with in-house indexing.

- Publications.

  Issue needed publications.

  Serials Currently Received (annually or biennially).

  List of Journals Indexed.

  Monographs in Series.

  Quinquennial editions of the Monthly Catalog.

The fourth goal looks toward building a coordinated National Agricultural Information Service Network. Library and information service is best and most economically provided as close to the demand source as possible. NAL needs to further extend the decentralization of its service efforts. Objectives call for a

- National Document Delivery Network to:

  Provide high-quality capability to locate library materials held at NAL, or elsewhere, through national data base online at OCLC.

  Utilize automatic switching of loan requests to be provided by OCLC.

  Utilize facsimile transmission to and from NAL as communication costs and equipment improve.

  Extend regionalized document delivery system

nationwide, using land-grant university libraries.

Utilize delivery from cooperative storage and other sites, e.g., Center for Research Libraries, or Universal Serials and Book Exchange.

- Nationwide Access to NAL Information Services.

  Encourage nationwide online access to NAL data base, for retrospective search and SDI, by providing small research grants to land-grant libraries testing the quality and utility of the data base.

  Encourage nationwide access to USDA non-bibliographic data bases, such as Current Research Information Service (CRIS).

- Orientation and Training.

  Develop course syllabi, training and user manuals, and other aids for using NAL services.

  Offer extensive on- and off-site programs to orient agriculture librarians to NAL services, including an annual conference at NAL.

Finally, there is a need to coordinate international technical information activity in agriculture. Many uncoordinated U.S. agricultural information activities are initiated by a variety of U.S. departments and agencies and by international organizations. The result is wasteful expenditure and Federal actions at cross-purposes. Four objectives have been identified:

- AGRIS.

  Develop a strong voice and well-funded participation in the FAO-sponsored AGRIS system.

- Expertise in international agricultural information.

  Develop expertise and policy positions with regard to international agricultural information activities, establishing NAL as a lead agency for the United States in these affairs.

- Funds for international agricultural information.

  Encourage State Department, Agency for International Development (AID), National Academy of Science (NAS), National Science Foundation (NSF), and other agencies to channel funding for such projects through NAL, to insure appropriate coordination.

- Foreign agricultural information sources.

  Cooperate with foreign organizations (such as Commonwealth Agricultural Bureaux (CAB) possessing agricultural information capabilities of potential use to NAL clientele.

PART 6 – ASSOCIATES NAL, INC.

The most ambitious undertaking of the Associates NAL, Inc. in the 5 years of its existence was the development and presentation of a symposium on "Agricultural Literature – Proud Heritage, Future Promise" on September 24-25. Financial backing was received from Massey-Fergusson, Inc., Agricultural History Society, USDA Graduate School, and American Poultry Historical Society.

Papers were presented by scholars, librarians, book dealers, and publishers. These papers will be published in a collected volume in 1976 as part of the Bicentennial observance.

Consideration was given in 1973 to the state of the Nursery and Seed Trade Catalog Collection with the objective of developing a computerized information system for the collection. A group of concerned librarians and horticulturists met at Winterthur, Delaware August 2, 1974 to discuss the advisability and feasibility of a union checklist of horticultural catalogs, seed lists, and nursery catalogs. As a result of this impetus, NAL agreed to assume leadership and responsibility for establishing a checklist of early American catalogs up to 1920. At a subsequent Board meeting in 1974 the Associates NAL, Inc., re-examined the status of the project. It was resolved that the Associates NAL, Inc., continue its interest in and support of a union checklist of American horticultural catalogs to 1920, but withdraw active participation until NAL indicated what type of assistance would be useful in continuance of the project. A preliminary checklist has been compiled from the NAL records of holdings; the arrangement is geographical by State with firm names listed alphabetically under State. Six copies of this checklist have been reproduced and forwarded to cooperating horticultural libraries for checking against their holdings.

At the Annual Meeting, September 24-25, 1975, the Associates NAL, presented two awards. Albert C. Strickland, Hume Library, University of Florida received the Professional Achievement Award. Irene White, Periodicals Reading Room librarian, NAL was presented the Distinguished Service Award. Each award was in the form of a check for $100 and a certificate.

PART 7 – STATISTICAL HIGHLIGHTS

OPERATING EXPENSES
(in thousands)

Fiscal Year	1971	1972	1973	1974	1975	1976 (est.)
Appropriation	$ 3,974	4,143	4,227	4,506	4,916	5,539
Salaries and Benefits	2,229	2,544	2,523	2,632	2,721	3,006
Acquisitions	410	398	395	457	586	609
Supplies and Equipment	78	46	71	123	121	156

PERSONNEL
(As of June 30, 1975)

Librarians and other professionals	80
Supporting Staff (Incl. Custodial)	109
Casual (Student Aids, etc.)	5

DATA BASE GROWTH
CITATIONS ADDED

	1971	1972	1973	1974	1975
CAIN	121,781	143,520	126,889	128,063	129,942
STAR (Total to Date)					29,088

NAL COLLECTIONS

	FY 1974 TOTALS	ADDED FY 1975	FY 1975 TOTALS
Monographs and Serials (Volumes)	1,506,437	[illegible],591	1,548,028
Microfiche (Pieces)*	44,384	28,041	72,425
Microfilm (Reels)	7,[illegible]47	499	8,046
Microcard (Pieces)	46,353	1,554	47,907
Total Microforms	98,274	30,104	128,378
Phonotapes (Pieces)	71	0	71
Phonodiscs (Pieces)	1	1	2
Video Tapes (Pieces)	60	2	62

*Microforms and audiovisuals are not included in the count for monographs and serials.

DOCUMENT DELIVERY ACTIVITIES

NAL, BELTSVILLE

	FY 1974		FY 1975	
	FILLED	NOT FILLED	FILLED	NOT FILLED
USDA-loan and Photo-in-lieu	65,736	1,611	74,366	1,288
ILL and Photo-in-lieu, Non-USDA	8,008		7,227	
		*4,411		*6,647
Paid Photocopy	10,013		12,758	
On-Site Requests	13,711	2,915	17,091	3,931
TOTAL	97,468	8,937	111,442	11,866

DOCUMENT DELIVERY ACTIVITIES
BRANCH LIBRARIES

	D.C. BRANCH	LAW BRANCH	TARR**	ARBORETUM***
Filled	12,046	13,336	1,352	172
Unfilled	1,815	669	159	43
TOTAL	13,861	14,005	1,511	215

*Includes ILL and paid photocopy.
**Tri-Agency Reading Room.
***Only partial figures available.

SPACE

The libraries contain over 300,000 feet of linear shelving capacity. The total net square footage of shelving is 122,000.

NET ASSIGNABLE SPACE

	SQUARE FEET
Main Library, Beltsville (Opened May 1969)	220,000
National Arboretum Library	1,400
Social Sciences Branch	16,300
Tri-Agency Reading Room	600
Law Library	6,600
TOTAL	244,900

AVAILABLE LIBRARY SEATING

Main Library	180
National Arboretum Library	16
Social Sciences Branch	25
Tri-Agency Reading Room	20
Law Library	42
TOTAL	283